

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Method of Compensation	Section: III
	Subject: C
SUBJECT: Payroll Processes	Effective: 06/05/09
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PAYROLL PROCESSES

Base Pay Rates

Currently there are two base pay rates by which employees are paid at South Carolina State University, Salaried (permanent and temporary grant employees) and Hourly (temporary employees). Both groups of employees are paid on a semi-monthly basis. There is no pay lag for Salaried employees, however, there is a one payroll period lag for Hourly paid employees.

Distribution of Payroll Checks

- A. The University issues payroll checks semi-monthly on the 15th and the last workday of the month.
- B. All employees, in FTE, temporary, temporary grant and time-limited positions are required to use direct deposit for their payroll checks. In order to initiate the direct deposit process, an employee must complete a Direct Deposit Form ([P-45](#)) and turn it in to the Office of Human Resource Management. A deposit slip, voided check, or other document acceptable to the Payroll Office must be attached to the form.
- C. Employees may access all pay information (gross pay, deductions, net pay deposited, etc.) through the University's Banner Self Service system by means of a personal computer. Employees who do not have direct access to a personal computer may access their pay information from a personal computer in the Office of Human Resource Management during normal working hours.